



# METHANE REDUCTION DEPLOYMENT PROGRAM

## Program Guide

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# Program Guide

Emissions Reduction Alberta (ERA)'s **Methane Reduction Deployment Program (Program)** is designed to support Alberta's oil and gas industry cut methane emissions faster and more cost-effectively. Funded through Alberta's Technology Innovation and Emissions Reduction (TIER) system, this Program focuses on deploying commercial-ready technologies that deliver measurable reductions in methane emissions while contributing to economic growth and regulatory readiness.

This Program Guide provides a comprehensive overview of the requirements and processes for applicants and contractors interested in participating in the Program. You will also find tips on how to submit your application, important deadlines and detailed information about Eligible Project Costs. The Program Guide is an accompanying document to the Program Terms and Conditions and the Contractor Code of Conduct, which are all available on the Program's web page: [www.eralberta.ca/methane](http://www.eralberta.ca/methane).

The Program specific definitions referred to in this document are available in the Program Terms and Conditions. Please note that the Program Terms and Conditions and Contractor Code of Conduct shall control and supersede any inconsistencies, conflicts, or ambiguities within this Program Guide.

If you are unable to find an answer to your question in the supporting Program documents or require additional assistance, please contact us:

Email: [support@mrp-deployment.ca](mailto:support@mrp-deployment.ca)

## 1. PROGRAM OVERVIEW

The Methane Reduction Deployment Program (the "Program") is delivered by Modern West Advisory (MWA) on behalf of ERA, working hand in hand with industry leaders to help deliver real methane emissions reductions across Alberta. The Program offers financial incentives to qualifying oil and gas facility owners and operators in Alberta for implementation of Eligible Technologies. These incentives cover up to 50% of Eligible Project Costs, with a maximum of \$1,000,000 per Project. The program will continue until March 31, 2029, or until funding is fully allocated.

Funding is subject to the execution of the Participant Agreement, and all Participants must adhere to the Program Terms and Conditions, as well as meet all Program requirements and timelines throughout the duration of the Project.

Once a Project is approved by the Program, incentives are paid upon two key milestones. Half of the total Incentive Payment Amount is disbursed upon the approval of the Project procurement documentation, and the remaining 50% is disbursed upon Project completion. For more details on the incentive payments, please see section 3.

For more details, please refer to the Program Terms and Conditions, which can be found on the Program's web page.

## 2. PROGRAM ELIGIBILITY

### 2.1 Applicant Eligibility Criteria

The Program funding is available for upstream and midstream oil and gas facilities that are ready to deploy proven, commercial-ready technologies which deliver measurable methane reductions. To be eligible to apply for Program funding, the applicant must:

- (a) be duly constituted as a legal entity, validly existing, and in good standing under the laws of its jurisdiction, and authorized to carry on business in the province of Alberta;
- (b) have the legal authority and capacity to execute the Participant Agreement and carry out the Project;
- (c) confirm that it, or its parent company, has not applied for or received ERA funding that exceeds the maximum funding limit allowed under this Program; and
- (d) meet all other eligibility and compliance requirements set out in the Program Terms and Conditions (available on the Program's web page).

### 2.2 Eligible Facility

For the purpose of the Program, a "Facility" means any location in Alberta at which oil and gas activities are conducted, including but not limited to wells, facilities, equipment, pipelines, and associated infrastructure that are subject to the Methane Emission Reduction Regulation (AR 244/2018), **upon which the Project will be conducted.**

To be considered an Eligible Facility in the Program, the Facility must be located in Alberta and be either:

- Part of an aggregate facility as defined in the Technology Innovation Emissions Reduction Regulation (TIER),

OR

- not regulated under TIER.

Please note that facilities defined as "large emitters" or "opted-in facilities" under TIER, are not eligible. Additionally, new construction (greenfield) is not eligible. Greenfield means a new site where previously there was no facility or a facility expansion which significantly alters the footprint, capacity or function of the facility.

### 2.3 Eligible Projects

Eligible Projects will reduce methane emissions through system or equipment upgrades. To be considered eligible a Project must:

- (a) Have started on or after January 1, 2025;
- (b) Consist solely of implementing one or more Eligible Technologies (defined below) at an Eligible Facility, as set out in the Participant Agreement;
- (c) Be completed at an existing Facility (brownfield); and
- (d) Be completed by or before the Project Completion Date, as set out in the Participant Agreement, which will be within two (2) years of acceptance into the Program or no later than March 31, 2029.

Consideration will be made on the abatement cost of the Project, specifically the life-time abatement cost for Projects should ideally be below \$500/tonne CO<sub>2</sub>e to be eligible for funding. The abatement cost threshold values may be updated from time to time. ERA reserves the right to approve or reject projects at its discretion based on project specific Greenhouse Gas (GHG) abatement cost evaluation.

GHG emissions must be quantified for each Project and compared to baseline conditions. Details on the calculations and specific eligibility details for Eligible Technology types can be found in the GHG Emissions Quantification Methodology for most Eligible Technology type listed, which are located on the Portal.

**APPLICATION TIP:** Before starting a Project application, applicants must first register in the [Portal](#) and create a company profile. Once registered, a Participant company can begin a Project by completing the pre-application step. The pre-application information will be reviewed once submitted to confirm eligibility, and a Project number will be assigned before the applicant can complete the full Project application.

## 2.4 Eligible Technologies

ERA's Methane Reduction Deployment Program offers continuous intake funding to accelerate the adoption of widely deployable, high-impact technologies that reduce methane emissions. To streamline the application process, the Program maintains a pre-screened list of technologies with demonstrated methane reduction potential (the "Eligible Technologies List"), which is updated from time to time. Please download the most up-to-date Eligible Technologies List on the Program's web page for comprehensive details.

Note that Projects must involve new equipment only, with the exception of the refurbishment of Vapor Recovery Units (VRUs) and engine retrofits. For VRUs, please see the VRU Refurbishment Requirements document available on the Portal.

Measurement, Monitoring, and Verification (MMV) technologies shall be considered eligible only if they are directly integrated with, or essential to, methane reduction or abatement technologies. See section 2.5 for details on MMV eligibility requirements.

Each Project application can only include one Eligible Technology type. Example of Eligible Technologies type include:

- Engine optimization, retrofits, or replacements to reduce methane slip,
- Surface Casing Vent Flow (SCVF) capture solutions,
- Tank and compression routine venting mitigation solutions,
- Pneumatics (e.g., electrification, capture, or conversion to no-bleed systems),
- Casing gas conservation and destruction,
- Digital solutions, and
- Other innovative methane reduction technologies\*.

If there are multiple technology types being installed at a single Facility, each technology type must be submitted in a separate project application. Multiple units of the same technology can be combined into one application. Also, projects of the same type but at different locations can be aggregated into one application (see section 2.8 for details on project aggregation).

**\*NOTE:** While only the Eligible Technologies are eligible for funding through the standard Program application process, ERA will also consider unique technologies submitted through an Eligible Technology Application form (available on the Portal).

## 2.5 Additional Eligibility Requirements for MMV technologies

In addition to the requirements set out above in section 2, eligible MMV technologies must:

- Be fully integrated into, and constitutes an essential component of, equipment that directly abates emissions, such that the equipment requires the MMV functionality to operate as intended;

OR

- Be capable of being integrated into equipment that abates emissions, and such integration directly increases the rate of emission abatement.

Where a technology includes both MMV and abatement components, and the MMV component is integrated into equipment as either (i) an optional add-on, or (ii) part of the indivisible standard equipment design, but has little or no effect on the rate of emission abatement, the technology may be partially eligible. Only the abatement portion may be eligible, and only if the incremental costs associated with the purchase and installation of the MMV component can be reasonably separated from the costs of the abatement equipment.

Please note that standalone or purely optional MMV technologies that do not directly contribute to emission abatement are **ineligible**.

## 2.6 Eligible Contractors

To participate in the Program, contractors must be registered and recognized as Eligible Contractors. This requires agreeing to ERA's Contractor Code of Conduct (available on the Program's [web page](#)), which sets out the standards of conduct, compliance, and performance expected for all work performed under the Program. Only contractors who have completed this registration and have been deemed Eligible Contractors by ERA can support the Participant complete required documentation for the Program.

## 2.7 Eligible Project Costs

For projects to be eligible, no costs should have been incurred prior to January 1, 2025. Costs incurred after March 31, 2029, are also ineligible. For clarity, Eligible Project Costs can only include expenditures between the Program launch date (November 12, 2025) and the Program closure date (March 31, 2029, or an earlier date if the Program closes due to funding limits).

Eligible Project Costs include, but are not limited to, Front End Engineering Design (FEED), project equipment, construction equipment, and labour. No more than 10% of the total Eligible Project Costs can be attributed to FEED costs. Overhead, administrative, and internal expenses may not exceed 15% of total eligible project costs.

Ineligible costs include GST/PST and costs incurred prior to the timeframe outlined above. For a full list of the Eligible and ineligible Project Costs, please see the Project Cost Guide on the Program's web page.

A Project Cost Workbook will be provided in the Portal to allow for eligible and ineligible Project cost tracking. This workbook is to be completed and submitted as part of the Project application.

The Program will be open until March 31, 2029, or until all available Program funds have been fully allocated, whichever occurs first. Applicants are advised to submit Project applications well in advance of this date to ensure sufficient time for review and approval. Applications submitted close to the deadline may not be considered if the review process cannot be completed prior to March 31, 2029.

All approved Projects must be completed no later than March 31, 2029, and no extensions will be granted beyond this date. Each approved Project will continue to be subject to a maximum completion period of two (2) years from the date of Project approval, unless a project deadline extension request has been approved by ERA.

For the Program, some expenses can be incurred prior to Project approval, including FEED, flow rate measurements, gas composition analysis, and ordering of project equipment. However, project construction or installation cannot occur before the Project is approved. Please note that incurring costs prior to Project approval is always a risk as Project approval is not guaranteed. If you have any questions about Project eligibility or the approval process, please contact: [support@mrp-deployment.ca](mailto:support@mrp-deployment.ca)

## 2.8 Project Aggregation

Projects for a single operator can be aggregated, provided they are located in the same economic region (visit the Government of [Alberta's Economic Regions](#) for more information) and are of the same Eligible Technology type. For example, where multiple pneumatic electrification conversions are happening across multiple well pads for the same operator in the same economic region, those projects can be aggregated and submitted in one Project application. Note that on all applicable Program documentation (Project Cost Workbook, quotes/PO summary, etc.) must be separated by LSD and Facility ID (as listed in Petrinex).

GHG emissions quantification calculations can be done in aggregation but must also include the LSD and Facility ID (as listed in Petrinex) for each installed Eligible Technology. Assumptions and calculations may be different for each Project, but all assumptions used for the calculations must be clearly listed and include proper justification for the values used. GHG Emission Quantification workbooks have been provided for most Eligible Technology types on the Portal. If the applicant elects to provide their own internal GHG emissions quantification workbook, the calculation methodologies, supporting data, and assumptions must be clearly stated. Supporting documentation may be required to be submitted for certain GHG quantification methodologies. Please review the GHG Emission Quantification workbooks for detailed guidance on supporting documentation. For more information about project eligibility and the GHG emissions quantification procedure, please contact: [support@mrp-deployment.ca](mailto:support@mrp-deployment.ca)

## 3. PROGRAM INCENTIVE

### 3.1 Incentive Details & Payments

The Program provides eligible Participants with incentives of up to 50% of the total Eligible Project Costs. There is a maximum of \$1,000,000 incentive available per company, which can be dispersed among multiple Projects. There is a minimum of \$25,000 in incentives per Project; however, project aggregation is encouraged to meet the minimum eligible incentive value.

When a Project is approved, a Participant Agreement will be sent to the applicant indicating the total Incentive Payment Amount approved for the Project. If the Project cost changes from the initial submission, adjustments to the total Incentive Payment Amount will be made at the Project completion payment and will not exceed the total Incentive Payment Amount indicated on the Participant Agreement, unless the scope change is minor (less than or equal to 5% increase in the initial Incentive Payment Amount) or a scope change has been requested and approved by ERA. Minor and major scope change are further explained in section 3.2. If there are any other funding sources associated with the Project, adjustments to the total Incentive Payment Amount will be such that the combined total Incentive Payment Amount is no more than 100% of the total Eligible Project Costs, or otherwise limited by the other funding source. Any changes to the total Project cost due to changes in the scope of the Project must be communicated to the Program immediately. For details about Project timeline extensions and changes to Project

scope, see section 3.2 (Project Timeline Extension and Scope Changes). Major changes may require submission of a new application and would go through the approval process again.

Incentive payments are completed at two milestones in the Program: 50% of the Project incentive at approval of the procurement submission, and 50% at approval of the Project completion submission subject to the revised Eligible Project Costs.

Upon completion of either of the two milestones, submission of all required documentation, and approval of the submission by the Program, the Participant will be notified to submit a Banking Information Request Form for Electronic Fund Transfer (EFT). Unless consent is granted to MWA to continue to hold the banking information using the Banking Information Retention Request form, EFT details will be deleted from MWA's accounting records once the payment for the procurement submission is made and will need to be resubmitted for final Project completion submission. Payments will be made to the Participant unless the Participant has agreed with an Eligible Contractor and authorized MWA to pay the incentive directly to the Eligible Contractor by signing the Project Incentive Payment to Eligible Contractor Authorization Form located in the Program Application Portal. Payments will be made within thirty (30) business days following approval. For information about the privacy procedures, see section 5.

#### **Examples of adjustments to the final incentive amount:**

**Example 1:** The total Eligible Project Costs stated in the initial application are \$200,000 and the Participant Agreement reflects an approved total Incentive Payment Amount of \$100,000. Should the final Eligible Project Costs increase to \$250,000 upon the Project completion submission, without any major scope change requested in a timely manner, the Incentive Payment Amounts will be distributed as follows:

Procurement payment: \$50,000

Final payment: \$50,000

Total Project Incentive: \$100,000 (50% of total Eligible Project Costs)

Note that the total incentive paid will not exceed the amount specified in the Participant Agreement, even if the actual Project costs increase at completion.

**Example 2:** The total Eligible Project Costs stated in the initial application are \$200,000 and the Participant Agreement reflects an approved total Incentive Payment Amount of \$100,000. Should the final Eligible Project Costs, upon the Project completion submission, decrease to \$180,000, the final Incentive Payment Amount will be adjusted accordingly:

Procurement payment: \$50,000

Final payment: \$40,000

Total Project Incentive: \$90,000 (50% of total Eligible Project Costs)

### **3.2 Project Timeline Extension and Scope Changes**

All approved Projects must be completed within two (2) years or no later than March 31, 2029, whichever comes first. Note that absolutely no extensions will be granted beyond this date.

Before that deadline, timeline extensions or scope changes may be considered on a case-by-case basis. To request a timeline extension beyond the two (2) years for Project completion, please select the deadline extension scope change function in the application Portal. Any requests for an extension of the Project Completion Date must be made no less than two (2) months prior to the initial Project Completion Date outlined in the Participant Agreement. An updated project schedule and supporting rationale for the delay must be provided. Note that ERA has sole discretion to approve or deny any change request.

**Minor scope changes** that result in an up to five percent (5%) increase in the total Eligible Project Costs or the Incentive Payment Amount do not require a scope change request. An updated Project Cost Workbook and supporting documentation, such as purchase orders and invoices, are required to be submitted to the Portal in the procurement and completions phases of the Project. If a minor scope change in cost is indicated in the Project Cost Workbook, the final incentive payment will be automatically adjusted to reflect this increase. Minor scope changes do not require the resubmission of an application or the reissuance of the Participant Agreement.

To request a **major scope change** resulting in a greater than five percent (5%) increase in the total Eligible Project Costs or the Incentive Payment Amount, or for Project changes such as an eligible technology or Project location revision, please select the major scope change function in the application Portal. An updated Project Cost Workbook, GHG Quantification Workbook, and supporting documentation, such as cost estimates, will be required to be submitted to the Portal. In this case, the Project will be required to resubmit its application for approval, and a Participant Agreement may be reissued.

Where ERA approves the major scope change request, ERA will issue an Application Change Approval Notice setting out the amended incentive amount as applicable. For clarity, ERA will not pay any incentive for any technology not listed in the Project Application or the Application Change Approval Notice.

If ERA rejects a change request, the Participant may terminate the Participant Acceptance and re-apply into the Program. In these circumstances, the Participant will be required to re-enter the queue and ERA shall have no liability to the Participant whatsoever.

### 3.3 Funding from Other Sources

Subject to section 3.4 (Environmental Attributes), Participants may receive additional funding, incentives, or grants from other funding sources (Canadian and non-Canadian), as long as these amounts and sources are clearly disclosed in the Project application by completing the Declaration of Funding form and reflected in the signed Participant Agreement where possible.

### 3.4 Environmental Attributes

Participants agree to transfer ownership of all Environmental Attributes or products, including but not limited to carbon offset credits, generated by their Eligible Project in any jurisdiction to ERA or its successors. This requirement applies for the lifetime of the Project. ERA is entitled to manage or use these Environmental Attributes and products as it deems appropriate, without requiring further consent from participants. Participants further attest that these Environmental Attributes have not been claimed, sold, or transferred to any other party.

ERA retains the right to adjust Program guidelines in accordance with amendments to the Government of Alberta's legislation, policies, or protocols surrounding greenhouse gas emissions, carbon accounting or the carbon offset

system. ERA will be entitled, unilaterally and without Participant consent, to deal with such environmental attributes and environmental products in any manner it determines.

## 4. REGISTRATION PROCESS

### 4.1 Program Application Portal Registration

To participate in the Program, the first step is to create an account on the Program Application Portal (the “Portal”) (<https://portal.mrp-deployment.ca>). Each user will need an account to be able to view and submit Project applications. Users will register with their email address and after the initial email address confirmation, they will be asked to authorize a two-factor authentication application to sign in the Portal. Please check your spam folder for any emails from the Portal. For issues with setting up an account please contact [support@mrp-deployment.ca](mailto:support@mrp-deployment.ca)

### 4.2 Creating a Company Profile

Proponents can register their company in the Portal as either a Participant or an Eligible Contractor, with additional company information collected during registration.

**Participant Registration:** If your company is registering as a Participant (i.e., initiating a Project application), you will be asked to provide additional business details for your company profile. The first proponent to create the company will be designated as the company profile administrator and primary point of contact for the company.

**Eligible Contractor Registration:** If your company is registering as an Eligible Contractor, you will also be asked to provide business details and confirm that your company:

- Agrees to adhere to the Eligible Contractor Code of Conduct, and
- Holds the required documentation, such as WCB clearance, an Alberta business license, and other relevant certifications.

This registration allows Eligible Contractors to be:

- Added to Project applications to provide supporting documentation, and
- Listed in the Program directory for Participants seeking technology or installation support.

The first proponent to create the contractor company will be designated as the company profile administrator and primary point of contact for the company. The Program team will review and approve the registration in the Portal.

**Additional Users:** Company profile administrators, for both Participants and Eligible Contractors, may invite additional company users to their profile. Portal users may also request to join an existing company profile.

For support in developing and managing company profiles please contact [support@mrp-deployment.ca](mailto:support@mrp-deployment.ca)

Note that information on how to initiate a Project application, the procurement and completion processes, as well as the required supporting documentation, is included in the Appendices.

## 5. QUALITY ASSURANCE AND PRIVACY PROCEDURES

### 5.1 Disclaimer and Confidential Information

When registering for the Program in the Portal, each user is required to acknowledge and accept the disclaimer before proceeding. By accepting the disclaimer, the Participant (on behalf of their organization) acknowledges that:

- ERA must comply with the *Access to Information Act, SA 2024, c A-1.4* (“ATIA”), and the *Protection of Privacy Act, SA 2024, c P-28.5* (“POPA”) in the course of performing duties and functions, and exercising powers under the *Technology Innovation and Emissions Reduction Fund Administration Regulation, Alta Reg 120/2009* (“TIER”);
- Any information or records relating to the Participant Agreement, including without limitation, information or records relating to the Project and information or records provided by the Participant to ERA or its Service Provider, may be disclosed by ERA in an access to information request, in accordance with ATIA;
- The information submitted may be subject to disclosure under these Acts;
- MWA and ERA will handle all information and data in accordance with these Acts; and
- The user’s personal information will be used to ensure compliance with the Program Terms and Conditions.

The disclaimer also confirms that the Participant understands the eligibility criteria for Program participation.

### 5.2 Data Privacy and Storage

All documents and information submitted through the Program Application Portal will be securely stored for five (5) years from the Project Completion Date. Participant data will remain confidential and will not be shared outside of MWA, except when required by ERA, the Government of Alberta, the Government of Canada or their authorized representatives. All information will be managed in accordance with applicable privacy and transparency laws, and any data used for reporting or analysis will be presented in a form that does not identify individual participants.

ERA may collect, verify, and store participant information as required by law. By participating in the Program, Participants consent to ERA publishing limited details—such as organization name, location, and Project information—to demonstrate Program benefits to Albertans. ERA may also share information with public authorities or third parties to confirm eligibility, verify submitted data, and ensure compliance with Program requirements, including funding from other sources.

For more information on ERA’s privacy policy, visit <https://www.eralberta.ca/privacy/>

### 5.3 Quality Control

Following the Program Terms and Conditions, ERA, the Government of Alberta or an agent acting on its behalf, such as, but not limited to, the Government of Canada, the Alberta Energy Regulator, or MWA, reserves the right to complete site verification of select projects for up to five (5) years after the Participant Agreement is signed.

Site verification is one of the methods the Program uses to ensure quality control of submitted documentation and Project implementation. Notification of an upcoming site verification will be given at a minimum of five (5) business days prior to the visit, and coordination will be done with the Participant or its assigned point of contact for the Project. The site verification will be completed by a MWA team member or a member of the agency acting on behalf

of ERA or the Government of Alberta, who will follow all Health and Safety procedures required by the site as discussed and outlined prior to the visit. All visits will be documented and require sign off by an active site representative.

## 6. DOCUMENT INFORMATION

Version	Date	Description	Notes
1.0	11/12/2025	First publication	
2.0	11/26/2025	Completed Appendices	
3.0	12/11/2025	Clarifications on Minor/Major Scope Changes	Section 3.2
3.1	02/01/2026	Updated information about the <i>Access to Information Act</i> and the <i>Protection of Privacy Act</i>	Section 5.1
3.2	04/01/2026	Updated Participant Journey Flow Chart	Appendix 5

## APPENDIX 1 – APPLICATION PORTAL PROCEDURES & SUPPORTING DOCUMENTATION

### Project Pre-Application

When a new project is initiated, the applicant must select a Project title. The title should include the participating company's name, general location information, and a short technology description. For example, *Energy Company Edson Methane Slip Project*.

After the selection of a project name, the applicant is required to enter high-level project information for approval to initiate a full project application. This information includes the Eligible Technology type and a series of project eligibility questions.

Once these inputs are submitted, the Program team will review the information and approve the project pre-application or ask for additional clarification. Once the pre-application is approved, the applicant will receive a project number and will then be able to move on to the full application.

### Project Application

The Program application Portal provides access to additional Program documentation, such as GHG Emissions Quantification methodologies, Project Cost workbook, and various templated forms, such as the Declaration of Funding form, authorization to pay an Eligible Contractor, etc. Applicants will be able to submit and manage Project applications, as well as invite Eligible Contractors to collaborate on specific Projects.

Once the pre-application is approved, the main Project application screen is available to the applicant. There will be a series of required inputs and the supporting documentation that is required to be uploaded to the application Portal for review. The supporting documentation is highlighted in Appendix 2, along with some additional details, approved file types, and file naming conventions. Before the application is submitted, the applicant will be asked to certify that all information provided is complete and accurate. At this point, all the input fields in the Portal will be locked, and no further edits can be made.

A technical reviewer will be assigned to each Project application and will be the main point of contact should additional information be required. The review will be completed in five (5) business days; however, any missing or incomplete information may delay the process. Projects that are deemed technologically complex or will require additional time for review will be flagged, and the applicant will be notified of the extended review time. Once the review is complete, the applicant will be notified that either the Project application has been approved or that additional supporting documentation is required.

Once the Project has been approved by both MWA and ERA, the Participant Agreement letter, along with the Terms and Conditions, will be issued to the main Participant (admin). The Participant Agreement letter must be signed and uploaded to the application Portal within ten (10) business days. Once the Participant Agreement is signed by both parties, the Project work may commence.

The date the Participant Agreement is signed is the effective date of the Project and will include the forecasted Completion Date of the Project. Funding for the Project is reserved from the effective date to the listed Completion Date. For details on extension of deadlines or scope changes, please review Section 3.2 of this Program Guide.

## Project Procurement Submission

As described in Section 3.1, the Project incentive is paid in two installments, after the completion of the Project procurement and after the completion of the Project. The Project procurement is completed when the Participant has possession of all the equipment, and that equipment is ready to be installed. To initiate the Incentive Payment Amount, the procurement section of the application Portal must be activated, and all required supporting documentation must be uploaded to the Portal. A full list of the required supporting documentation, file formats, and file naming is provided in Appendix 3.

Once the full set of documentation is submitted to the application Portal, the Participant will be asked to confirm that all the required documentation is complete and accurate. At this point, the application Portal will be locked, and the review process will begin. The review will be completed in five (5) business days, however; any missing or deficient information may delay the process. Projects that are deemed technologically complex or will require additional time for review will be flagged, and the Participant will be notified of the extended review time. If any discrepancies are detected, the technical reviewer will reach out to the Participant.

Once the procurement submission is approved by both MWA and ERA, the application Portal will be updated, and the primary Participant will receive notification of the status update. At this time, an email request along with an ETF request form will be sent to the Participant, directing them to provide payment information to [accounting@mrp-deployment.ca](mailto:accounting@mrp-deployment.ca). Once payment is complete, any banking records will be deleted from MWA's accounting records.

## Project Completion Submission

As described in Section 3.1, the Project incentive is paid in two installments, after the completion of the Project procurement and after the completion of the Project. Once the equipment is installed and operational, the Project is considered complete. As noted, the Project must be completed two (2) years from the Project Completion Date listed in the Participant Agreement, unless an extension has been requested and approved by ERA. Email notifications will be sent periodically to remind Participants of the Project completion deadline.

To initiate the final Incentive Payment Amount, the completion section of the application Portal must be activated, and all required supporting documentation must be uploaded to the Portal. A full list of the required supporting documentation, file formats, and file naming is provided in Appendix 4.

Once the full set of documentation is submitted to the application Portal, the Participant will be asked to confirm that all the required documentation is complete and accurate. At this point, the application Portal will be locked, and the review process will begin. The review will be completed in five (5) business days, however; any missing or deficient information may delay the process. Projects that are deemed technologically complex or will require additional time for review will be flagged, and the Participant will be notified of the extended review time. If any discrepancies are detected, the technical reviewer will reach out to the Participant.

Once the Project completion submission is approved by both MWA and ERA, the Participant will receive notification of the application status update. At this time, an email request along with an ETF request form will be sent to the Participant, directing them to provide payment information to [accounting@mrp-deployment.ca](mailto:accounting@mrp-deployment.ca). Once payment is complete, any banking records will be deleted from MWA's accounting records.

## APPENDIX 2 – DOCUMENTATION GUIDANCE FOR APPLICATION SUBMISSION

Application Portal Input	Description	File Naming / Format
Application Form	<p>Completed in the application Portal and includes details such as:</p> <ul style="list-style-type: none"> <li>• Economic region</li> <li>• Estimated project dates</li> <li>• Estimated total project costs</li> <li>• Eligible Contractor(s)</li> <li>• Estimated total GHG reduction</li> <li>• Estimated total Methane reduction</li> <li>• etc.</li> </ul>	Application Portal Form
Project Cost Workbook	<p>Please complete the Excel workbook provided, Project Cost Workbook, for all project cost estimation and tracking throughout the project.</p> <p>Supporting information may include:</p> <ul style="list-style-type: none"> <li>• Petrinex Facility ID/Petrinex LSD</li> <li>• Equipment Price Quote(s)</li> <li>• Installation and Labor Estimates</li> <li>• Design estimates</li> <li>• Estimated delivery dates of equipment</li> </ul> <p>Please follow the Project Cost Guide (available on the ERA webpage) and Project Cost Workbook (available on the Application Portal).</p> <p>If there are multiple facilities, please separate by facility location/Petrinex ID.</p>	MRDPXXXX_Project Cost_Workbook.xlsx
Project Price Quotes	<p>Project price quotes for all equipment, materials, and labour costs must be submitted as supporting evidence to the Project Cost Workbook.</p> <p>Project quotes should be provided for each facility and clearly outline each cost.</p> <p>Please zip into a single file where possible.</p>	MRDPXXXX_Project Quote_[Description].pdf
Technology Manufacture Specification Sheets	<p>Where possible, the main Eligible Technology manufacturer specification or data sheets must be provided.</p>	MRDPXXXX_Tech Data Sheet.pdf

	Please zip into a single file where possible.	
<b>GHG Quantification Workbook</b>	<p>Please complete the templated Excel workbook for your Eligible Technology type.</p> <p>Please follow the workbook instructions. All assumptions and additional supporting information/sources must be provided in the quantification workbook.</p> <p>Mandatory supporting documentation is highlighted in the GHG Quantification guides available in the application Portal documents and must be included in the application submission as a separate file.</p> <p>Please zip into a single file where possible.</p>	<p>MRDPXXXX_GHG Calculations.xlsx</p> <p>MRDPXXXX_GHG Supporting Data_[data type]</p> <p>Supporting data may include Excel files, PDF files, etc.</p>
<b>VRU Refurbishment</b>	Please refer to the VRU Refurbishment Requirements in the Resources tab of the ERA website for requirements.	
<b>Declaration of Funding from Other Sources</b>	<p>Please complete the template Declaration of Funding form.</p> <p>Fund stacking is allowed, but the total funding for the Project cannot exceed 100% of the total Eligible Project Costs.</p> <p>Details on the additional funding source and amounts must be disclosed.</p>	MRDPXXXX_Declaration of Other Funding.pdf

## APPENDIX 3 – PROCUREMENT DATA SUBMISSION

Application Portal Input	Description	File Naming / Format
<b>Procurement Project Cost Workbook</b>	<p>Please update the templated Excel form, Project Cost Workbook, that was submitted as part of the application.</p> <p>Supporting information includes:</p> <ul style="list-style-type: none"> <li>• Purchase order number</li> <li>• Invoice number</li> <li>• AFE number</li> <li>• Date equipment was received</li> <li>• Updated costs</li> <li>• Serial numbers (as applicable)</li> </ul> <p>If there are multiple facilities, please separate by facility location/Petrinex ID.</p> <p>Please follow the workbook instructions. Additional guidance is available in the Project Cost Guide, available in the Resources section of ERA’s website.</p>	MRDPXXXX_Project Cost Workbook_Procurement.xlsx
<b>Proof of Purchase</b>	<p>Please upload the proof of purchase information.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Signed Purchase Orders</li> <li>• Invoices</li> <li>• Authorization for Expenditure (AFE) numbers with listed expense breakdowns</li> </ul> <p>Please zip into a single file where possible.</p>	MRDPXXXX_Proof of Purchase_[Description].pdf
<b>Photos</b>	<p>Photos of Eligible Technology equipment must be provided once it has arrived and is in the possession of the operator.</p> <p>Photos must be of a resolution high enough to visibly show the nameplate and serial numbers of the Eligible Technology being installed. Photos must also be time-stamped.</p> <p>If there are multiple installations, please include photos of each piece of Eligible Technology equipment.</p> <p>Please zip into a single file where possible.</p>	MRDPXXXX_ProcurementPhoto_Serial#  (JPEG, PNG, PDF)

<b>Authorization to Pay Eligible Contractor</b>	Templated form for Participant signature if they elect to have the incentive payment made directly to the main Eligible Contractor.	MRDPXXXX_Authorization for Payment.pdf
<b>VRU Refurbishment</b>	Please refer to the VRU Refurbishment Requirements in the application Portal for procurement requirements.	

## APPENDIX 4 – PROJECT COMPLETION DATA SUBMISSION

Application Portal Input	Description	File Naming / Format
<b>Project Completion Application Form</b>	<p>Completed in the application Portal and includes details such as:</p> <ul style="list-style-type: none"> <li>• Project completion dates,</li> <li>• Final total project cost,</li> <li>• Final total GHG reduction,</li> <li>• Final total Methane reduction</li> <li>• Final Energy Savings</li> <li>• Number of jobs created</li> <li>• etc.</li> </ul>	Application Portal Form
<b>Final Project Cost Workbook</b>	<p>Please update the templated Excel form, Project Cost Workbook, for all final project costs throughout the Project.</p> <p>Supporting information includes:</p> <ul style="list-style-type: none"> <li>• Final payment amounts</li> <li>• Date equipment was installed</li> <li>• Final serial numbers (if applicable)</li> </ul> <p>Please follow the workbook instructions. Additional guidance is available in the Project Cost Guide, available in the Resources section of the ERA website.</p>	MRDPXXXX_Project Cost Workbook_Final.xlsx
<b>Proof of Payment</b>	<p>Proof of payment must be submitted for all payments made for Eligible Project Costs. The total payments must match the amount in the final Project Cost Workbook.</p> <p>Proof of payment formats include copies of payment cheques, invoices with dated paid stamps, and receipts.</p> <p>Each document must be signed by an authorized signatory. Additional forms of proof of payment may be accepted; please contact your technical reviewer with questions.</p> <p>Please zip into a single file where possible.</p>	MRDPXXXX_Proof of Payment_[Description].pdf
<b>Final GHG Quantification Workbook</b>	<p>Please complete the templated Excel workbook for your Eligible Technology type.</p> <p>Please follow the workbook instructions. All assumptions and additional supporting</p>	<p>MRDPXXXX_GHG Calculations_Final.xlsx</p> <p>MRDPXXXX_GHG Supporting Final Data_[data type]</p>

	<p>documentation must be provided in the quantification workbook. Please highlight any changes from the application GHG Quantification workbook submission.</p> <p>Mandatory supporting documentation is highlighted in the GHG Quantification guides available on the application Portal and must be included in the completion submission.</p> <p>Please zip into a single file where possible.</p>	Supporting data may include Excel files, PDF files, etc.
<b>Photos</b>	<p>Photos of Eligible Technology equipment must be provided once it has been installed and operational.</p> <p>Photos must be of a resolution high enough to visibly show the nameplate and serial numbers of the installed Eligible Technology. Photos must also be time-stamped.</p> <p>If there are multiple installations, please include photos of each piece of Eligible Technology equipment.</p> <p>Please zip into a single file where possible.</p>	<p>MRDPXXXX_Completion Photo_Serial#</p> <p>(JPEG, PNG, PDF)</p>
<b>Commissioning Confirmation Form</b>	<p>Templated form indicating that the Eligible Technology has been installed, electrified, and is operational.</p>	MRDPXXXX_Commissioning.pdf

# HOW TO PARTICIPATE

